



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number  
03-11

Date:  
06/30/2003

### Administrative Memorandum

**SUBJECT: WFLADS TIP PROCEDURES FOR EARLY FRAUD**

**REFERENCE:**

**CANCELS: N/A**

**FILE IN:**

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[X] Early Fraud Outstation Pilot Districts

#### **I. BACKGROUND/PURPOSE:**

Tips are generated daily through WFLADS and sent to the corresponding district in which the case is located. Tips are divided into seven categories as follows:

- ☐ Invalid Social Security Numbers (SSN);
- ☐ SSN not yet issued;
- ☐ SSN issued more than a year prior to date of birth, children with near birth dates;
- ☐ Commercial Mail Receiving Agent (CMRA)
- ☐ Persons linked to multiple SSNs.
- ☐ Affluent Area Residential Addresses

#### **II. PROCEDURES:**

##### **A. SUPERVISING WELFARE FRAUD INVESTIGATOR**

The SFWI:

- ☐ Checks the WFLADS computer daily to see if any Tips have been generated for his or her district.
- ☐ Checks for the type of fraud and then assign the Tips to the WFIs in his or her unit for investigation.
- ☐ Creates a log for the WFLADS Tip referrals for control purposes.

Note: A log has been provided for the supervisors use.

## B. WELFARE FRAUD INVESTIGATOR

The WFI:

- ❑ Receives the referral;
- ❑ Reviews the district case records for discrepancies;
- ❑ Investigates the Tip;
  - If errors are found:
    - Investigator will document the findings in WFLADS comments.
    - If case requires corrective action notify the EW via LEADER by following existing procedures for Future Action Controls and entering the same findings and comments on the Case Comments section under Data Collection in LEADER.
    - Dispose of the Tip as an "Administrative Disposition."
  - If findings are not fraud, but require corrective action:
    - Notify the EW via LEADER, by following existing procedures for establishing Future Action Controls and entering the same findings and comments on the Case Comments section under Data Collection in LEADER.
    - Dispose of the Tip as "Not Fraud."
  - If findings are positive:
    - Notified the EW via LEADER and refer the case to WFP&I headquarters for further investigation of historical fraud.
    - Dispose of the Tip as "Positive Fraud."
- ❑ Go to "Tips Screen" on WFLADS to disposition the case and to "Tip Properties" to input comments and findings.

Please direct questions regarding this memorandum to your immediate supervisor.



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Luther Evans, Director  
Welfare Fraud Prevention & Investigations Section

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Attachment

## WFLADS TIP REFERRAL CONTROL LOG

**TIPS ARE DIVIDED INTO SEVEN CATEGORIES AS FOLLOWS:**

- 1). Invalid Social Security Numbers ( SSN )
- 2). SSN not yet issued
- 3). SSN issued more than a year prior to date of birth
- 4). Children with near birth dates
- 5). Commercial Mail Receiving Agent ( CMR )
- 6). Persons linked to multiple SSN's
- 7). Affluent area

PLEASE INSERT A NUMBER FROM ABOVE UNDER TYPE OF REFERRAL

[illegible]